

(Updated August 1, 2020)

Welcome to the CTsource Contract Board! The Contract Board enables users to easily access and view awarded contract information.

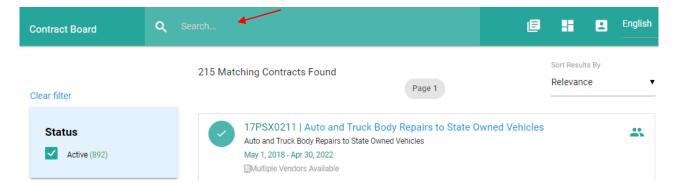
The CTsource Contract Board replaced BizNet in August 2020 and contains the Department of Administrative Services, Procurement Division (DAS) awarded contracts along with contracts awarded by DAS Construction Services. Other agency contracts will be included on a rolling basis throughout 2020 - 2021. Awarded contract information is available as follows:

- AGENCY CONTRACTS: Contracts awarded by DAS for state agencies are posted on the CTsource Contract Board. Contracts bid and awarded by state agencies and political subdivisions under their delegated purchasing authority will also post on the CTsource Contract Board.
  - <u>Please note</u>: The transition to utilizing the Contract Board to post all state agency contracts is on-going. Therefore, users will be able to select the name of a state agency/organization; however, all contracts may not yet be posted on the Contract Board for the individual state agency. Please continue to refer to BizNet to view contracts for agencies that have yet to transition to CTsource.
- STATEWIDE CONTRACTS: All Statewide Contracts awarded by DAS can be found on the CTsource Contract Board contract listing along with its associated contract documents. DAS statewide contracts are either single supplier or multiple supplier contracts. Specific instructions included within the contract documents provide details as to how to use the contract.

## **Conducting a Search on the Contract Board**

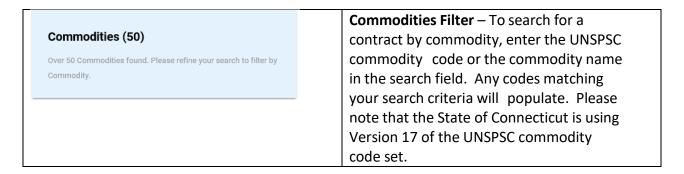
The Contract Board has filters and searching capabilities, including being able to search by commodity codes or partial commodity codes.

If you know the contract number or the name of the supplier/vendor/contractor for which you are searching, enter the contract number or contractor's name in the Search field and contracts matching your search criteria will populate.



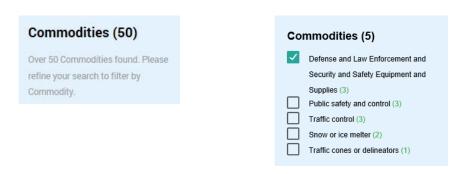
Filter mechanisms are available to narrow your search for a contract on the Contract Board including the **Status Filter, Type Filter, Organizations Filter**, and the **Commodities Filter** as described below. Once a filter is used, you may choose another filter to narrow your search further. You can also search within the filters by bid number, commodity code, commodity name or title of solicitation.

name or title of solicitation.	
Clear filter  Status  Expired (3)  Active (722)  Issued (1)	Status Filter – Choosing 'Expired' will populate contracts that have expired. Selecting 'Active' will only list the current active contracts. Using the 'Issued' filter will populate contracts established that are not yet active.
Type  Migrated DAS Contract (621) Construction - Migrated On-Call Consultant Contract (77) Construction - Migrated Consultant Contract (22) Construction - Migrated Construction Contract (6)	Type Filter – DAS Procurement contract types are as follows: Migrated DAS Contract, DAS Contract, ITB Contract, Participating Addendum (onset) and Participating Addendum (piggyback).
Authorizations  Co-Op Contracts (14) Piggyback (14) Master (146)	Authorizations Filter – Displays contracts identified as cooperative or piggyback or master. Master contracts for DAS are multiple supplier contracts.
Organizations (2)  State of Connecticut (621)  DAS Construction Services (105)	Organizations Filter – By default, all contracts published on the Contract Board will appear. Selecting 'State of Connecticut' will populate statewide contracts issued only by DAS Procurement. To search/ filter for a contract issued by a specific state agency, click on the box next to the name of the applicable agency/organization.

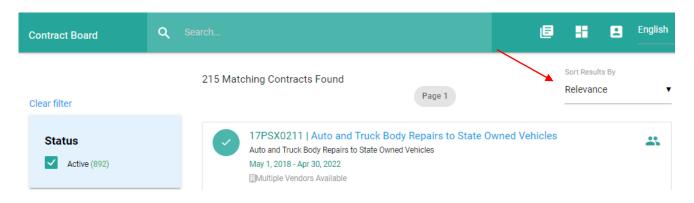


A PDF version of the UNSPSC code set will be accessible from the website: <a href="https://portal.ct.gov/DAS/CTSource/CTSource">https://portal.ct.gov/DAS/CTSource/CTSource</a>

When using the available filters to narrow your search, UNSPSC commodity categories will populate in the 'Commodities' filter box when the number of possible commodity categories associated with the contract search criteria entered is under 50 (as shown below).



Please note that there is also a 'Sort Results By Relevance' drop down feature where you can sort by Ascending or Descending for Start Date, Expiration Date, Vendor Name and Contract Title.



Click **Clear filter** to clear the search filters to begin a new search.

The title bar on the Contract Board has the following icons:



- View All Public Contracts
- Return to Contract Dashboard
- Log into WebProcure

## Icons associated with the Contract Board are:

<b>?</b>	Active Contract
Ø	Expired Contract
Ø	Contract Expires Soon
Ø	Scheduled Amendment to the Contract
(3)	Piggyback Contract
Со-ор	Coop Contract

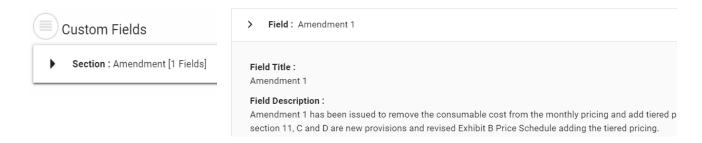
## Information Available on the Contract Board

Once you find the contract you want, clicking on the **Contract Number** or **Contract Title** hyperlink for the contract will populate the **Contract Summary** screen.

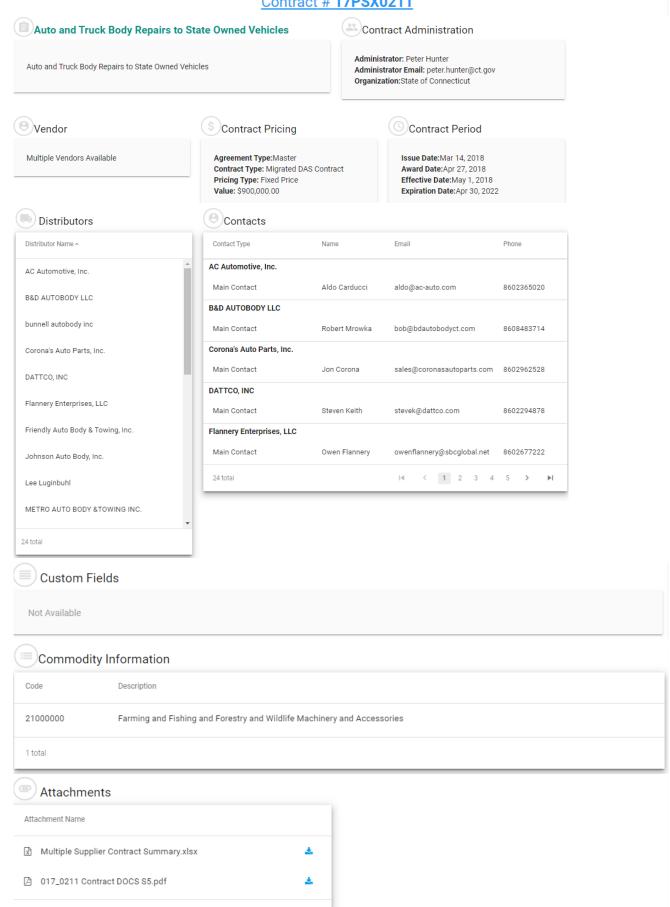
From the Summary page you can see the Contract Administrator Information, Contract Period, Vendor Information, Commodity Code Information, Custom Fields displaying amendment information and Attachments. Diversity information is referenced with an icon and popup next to the supplier name (e.g. ABC Co. ABC). When hovering over the icon the popup will indicate SBE, MBD, DBE information.

Under Attachments, all related contract documents are posted for the awarded contracts including any subsequent contract amendments. Master contracts or multiple supplier contracts contain an attachment titled "Multiple Supplier Contract Summary" which will contain more specifics related to the suppliers for agency use.

The Custom Fields section contain information related to Additional Information and/or Amendments. Click on the arrows to open the section and field to obtain more details.



## Contract # 17PSX0211



2 total

Please note: In order for DAS or other state agencies to complete the migration of their existing contracts to CTsource to show up on the Contract Board, those contractors must first be registered in CTsource. As a vendor, if you have an existing contract with the State of Connecticut and you are not registered in CTsource, please take the steps now to register your organization in CTsource by going to (https://portal.ct.gov/DAS/CTSource/Registration). Be sure to register the name and address that appears on your current contract(s).